

# AFFIDAVIT OF FORGED WARRANT

The records of the \_\_\_\_\_ of Arkansas  
reflect that \_\_\_\_\_ Agency \_\_\_\_\_  
Payees(s) exactly as original warrant was issued Warrant number \_\_\_\_\_  
Dated \_\_\_\_\_, in the amount of \$\_\_\_\_\_, the  
Correct Fiscal Year and Number \_\_\_\_\_ Date \_\_\_\_\_  
same being in payment of \_\_\_\_\_  
Invoice # Agency # Fund Center Commitment Item Fund

\_\_\_\_\_ Social Security # \_\_\_\_\_ Gross Pay \_\_\_\_\_ Withholding \_\_\_\_\_

\_\_\_\_\_ Address – Payroll Only \_\_\_\_\_

\_\_\_\_\_ Daytime Telephone # \_\_\_\_\_ Disbursing Officer \_\_\_\_\_

.....  
I/We, \_\_\_\_\_, state that:  
Payee (s)

## CHECK APPROPRIATELY – ALL THAT APPLY

- \_\_\_\_\_ 1. I received and lost.  
\_\_\_\_\_ 2. I did not receive, endorse nor cash.  
\_\_\_\_\_ 3. I have not authorized another person to sign my name to the warrant.  
\_\_\_\_\_ 4. I have no knowledge of the whereabouts of the warrant or of any other  
person having received cashed or endorsed the warrant.  
\_\_\_\_\_ 5. If this warrant is presented for payment, the endorsement is a forgery.  
\_\_\_\_\_ 6. The endorsement on same is a forgery.

\_\_\_\_\_ Payee Signature

\_\_\_\_\_ Payee Signature

\_\_\_\_\_ Address

\_\_\_\_\_ Address

\_\_\_\_\_ City, State, Zip Code

\_\_\_\_\_ City, State, Zip Code

Daytime Telephone # \_\_\_\_\_

Daytime Telephone # \_\_\_\_\_

ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_, before me personally  
appeared \_\_\_\_\_ to me known to be the persons described in and who  
executed the foregoing instrument and acknowledged that they signed, sealed, executed and  
delivered the same as their free act and deed for the purpose therein mentioned.

\_\_\_\_\_  
NOTARY PUBLIC \_\_\_\_\_  
County \_\_\_\_\_ State \_\_\_\_\_  
My commission expires \_\_\_\_\_

## INSTRUCTIONS – FILING OF AFFIDAVIT OF FORGED WARRANT FORM

1. Disbursement officer must complete form including agency, warrant number, date of issue, amount, invoice number, agency code, fund center (appropriation), commitment item (character code), fund, and disbursing officer's manual signature.
2. The entire form, including the notary portion, must be completed in order to process a lost or stolen warrant for all types of warrants.

*Note: If there is more than one payee on an AASIS non-payroll warrant, BOTH must sign.*